



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Planning and Budget Physical & Economic Development Division Room 615 270 Washington Street Atlanta, Georgia 30334	Application Number <b>79-270</b>	
Application Number		Date Received <b>DEC 17 1979</b>	Date Completed <b>DEC 31 1979</b>
2. Person to Contact <b>Lowell Evjen</b>		Working Title <b>Director</b>	Telephone Number <b>656-3861</b>
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ Present _____		5. Records Series Title (followed by title used in office, if different) <b>STATE AGENCIES BUDGET SUBMISSION (ZERO BASE BUDGET) FILES</b>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  Headed by a Director, this Division performs all functions relating to budget analysis and policy planning for the agencies of State government responsible for administering State laws relating to natural resources, transportation and economic development. These agencies are the Departments of Transportation, Natural Resources, Community Affairs, Industry and Trade; and the Forestry Commission, the Public Service Commission, and the Soil and Water Conservation Committee. This Division is also responsible for economic development planning and planned growth activities.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: requesting and justifying requests for budget appropriations for those State agencies responsible for administering State laws relating to natural resources, transportation, and economic development.  Included are: one (1) copy of the Zero Base Budget Request (as submitted to O.P.B.) from the following State agencies: Department of Transportation, Department of Natural Resources, Department of Community Affairs, Department of Industry and Trade, State Forestry Commission, Public Service Commission, and the Soil and Water Conservation Committee; and supporting Schedules.  File is arranged: chronologically by fiscal year; thereunder alphabetically by State agency; thereunder in volumes when necessary.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy, Annual Budget Report
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy, Georgia's Budget Report for each Fiscal Year
X		h. Is there a duplication of this series in your office, or in another office or agency? Division Planners & Analysts If yes, where? each State agency; Legislative Budget Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Georgia's Budget Report

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 1 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Division Planners Copy: Cut off file at end of each fiscal year, hold in current files area 1 year; then destroy.

Division Analysts Copy: Cut off file at end of each fiscal year, hold in current files area 1 year; then retire to State Archives.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	11/5/77	<i>[Signature]</i>	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-27-79
		Secretary of State/Designee	12-21-79
		Attorney General/Designee	12-28-79